

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 3 MAY 2002**

I. CEFMS:

- a. We modified the Supervision and Administration cost transfer function. Cost transfers on direct fund cite contracts or distributable resource codes have been disabled. We reprogrammed CEFMS to automatically sign (Electronically resign) purchase requests when cost transfers are made from a Non-S&A to an S&A work category.
- b. The training material for the new CEFMS training is being readied for the pilot class on 6-9 May 02 at the Finance Center. Electronic signature cards have been assigned to student IDs, a test database has been set up, and the database has been populated with work items and various data to be used as examples during the hands-on exercises.
- c. We have updated the On-line CEFMS Users Manual for In-House Labor. The manual has been posted on the CEFMS Web site and is available to all CEFMS users.
- d. We implemented changes to CEFMS asset Place-In-Service logic to conform to new DoD policy involving acquisitions of personal property with Trade-In.
- e. We have coordinated with the P2 development team and have defined business rules and identified coding requirements for P2/CEFMS work item interface routines.
- f. We enhanced the program that processes bills for sale and lease of assets to auto populate the 'Sale Portion Book Value Awaiting Disposal'. This amount may be changed by the user when the sale involves more than one debtor. Other modifications to the program included correcting a condition that created an erroneous out-of-balance condition and correcting the reversal of BRAC leases and all other asset bills.
- g. We analyzed various USACE Activities CEFMS databases and submitted scripts to correct data converted from COEMIS to CEFMS to clear cost records and general ledgers relative to CIP cost and revolving fund advance accounts earned amount.

h. We prepared CEFMS scripts to modify the Disbursing Station Symbol Number (DSSN) for Europe District and the Transatlantic Program Center for processing that occurred in the month of April prior to the master tables being changed to the UFC DSSN.

i. On 7 May 02, we plan to release a new CEFMS travel functionality. The new functionality will compute the mileage reimbursement for travelers based on the number of miles claimed; e.g., to/from a common carrier terminal, Privately Owned Conveyance (POC) used for TDY, local travel mileage and vicinity mileage. The current mileage reimbursement rates will be stored in CEFMS to be used in the computation.

j. We modified the Customer Service Representative (CSR) Timekeeper Identification Screen to indicate when a timekeeper has been inactivated in CEFMS. This modification will allow the CSR to delete an inactive timekeeper from the screen. A problem had existed when the CSR attempted to designate a new primary timekeeper.

k. We revised the Manpower programs to distribute all Revolving Fund hours under reportable appropriations. Previously, hours charged to projects funded by the Revolving Fund had been reported under 96X4902, even though no manpower execution is authorized under that appropriation. We recommended changes to the programs, which were approved by CERM-M, and which were released in time for the April reports.

l. We created a new CEFMS "Budget vs. Actual Expense - By Org Code" report in the Operating Budget Module. The new budget report allows CEFMS users to run reports for direct or reimbursable only; to exclude specific resource code(s), org code(s) or cost type(s); and to summarize groups of resource codes. The new report is in response to requests from users for more flexibility to meet local needs.

m. We released an enhanced version of the program to copy budget data to another budget. The new version allows users to keep the new budget 'locked' for some org codes and still copy the data for related 'unlocked' org codes. Users are notified as to which org codes are 'locked', given an opportunity to 'unlock' them, and reminded that the 'copy' program will not update 'locked' org codes. This capability gives users more individual control over the copy function.

n. We created an optional budget report, which allows users to display their budgeted labor, sorted by the employees' pay plan. USACE activities with a large work force of Non-GS employees; e.g., Japan District, can use this report to identify the amount of their labor budget that is funded by the host nation, but that is still subject to overhead.

o. We modified CEFMS to insert the currency code, generated during the voucher certification process; to the fluctuation lines within commit & accounts payable transactions. The modification effectively eliminates the need to manually insert this currency code into the ICAR report (Military Status Report).

p. We modified the DELMARS 302 and 304 Reports (Military Appropriation Cash Report and the Transaction for Others (TFO), Transaction by Others (TBO) and Cross-disbursement clearances) to reflect changes to Army Procurement Transaction Report Codes (TRC). This change was directed by DFAS for submission of April reports.

q. We released the side server signature capability to the contracts disbursement process, which is used to pay commercial vendors. This enhancement will allow the program to run as a background process, without interaction from a user, freeing our accounts payable technicians to do other tasks while the process is executing.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	760	786
Priority #1 Problem Reports	90	95
GUI Relate	1	1

Received 166 new problem reports and completed 192 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	58	53
One	2	6
Two	0	1
Five	1	1

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	263
HUNTSVILLE	23
USACE HQ	1
TOTAL	287

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Apr 01 - 30</u>	YEAR TO DATE <u>Oct 01 - Apr 30</u>
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BY CHECK:

Checks Issued	16,814	115,602
Percent of Total	27%	29%
Dollar Amount	\$127,911,287	\$916,032,726

BY EFT:

Transfers Made	40,943	257,394
Percent of Total	73%	71%
Dollar Amount	\$797,267,492	\$4,912,005,336

IV. OTHER UFC ISSUES:

a. KPMG has been engaged by the Assistant Secretary of the Army (FM&C) to assist the Army in improving its financial reporting processes. The specific line items under review are:

Inventory	General PP&E
Program Cost	Earned Revenue
Budget/Spending Authority	Deferred Maintenance
Heritage Assets	Intragovernmental
Transactions	

KPMG is to develop process maps depicting the flow of financial data from the source to the financial statements. This will include the documentation of internal controls, as well as possible compliance issues. Recommendations will be provided to improve the efficiency and reliability of the financial reporting processes. KPMG has requested to visit the Finance Center but has not set a date to visit and discuss financial processes related to the above areas.

b. The UFC implemented the Defense Cash Accounting System (DCAS) on 1 April 2002. Our first file transfer of 11,000 lines of data required manual input prior to the distribution of the transaction being accomplished. Data input into DCAS requires information that is provided on the actual "hard copy" MIPR but that has not been input into CEFMS. Therefore, the districts must send copies of the MIPRs to the UFC. Due to the volume of manual input requirements, we requested a postponement of the implementation of DCAS. DFAS concurred with our request. Our plans are to implement DCAS on 1 June 02.

c. Departmental Defense Reporting System web application was available for mid-year reporting beginning 19 April 2002. The UFC CFO Division received mid-year CFO financial statement guidance from DFAS and is reconciling the data, preparing import sheets, and exchanging data with Federal trading partners. The CFO reporting effort at mid-year is not as intense as the fiscal year-end reporting, providing the opportunity to use the submission to identify problems that need to be corrected prior to fiscal year-end to improve the year-end reporting process.

d. Ms. Diana Brightwell and Mr. Tim Cox from our Travel Division providing PCS Travel training for the Engineer Research and Development Center (ERDC) in Hanover, NH.

e. The USACE Module of the DFAS Web Invoicing System (WInS) was moved to production on 1 May 2002. We have selected seven vendors to complete production testing of the system. Mass mailing "stuffers" to all vendors have been ordered and will be mailed to all vendors after the production testing is complete. A memo notifying all USACE Contracting Officers of the ability to invoice the Corps electronically is being drafted for release after the production testing is completed in May 2002. We will provide a list of our vendors, sorted by CAGE code, to the DFAS WInS business office. DFAS will notify all Corps vendors who already utilize WInS for DFAS payments of the new USACE module.

f. CEFMS Bulk File programming for Intergovernmental Payments and Collections through the Intergovernmental Payment and Collection System (IPAC) has been completed. The U.S. Treasury is certifying UFC Agency Location Codes (ALC) for use in a bulk file format this week. John Hughes (CEFC-S) is on site at the Disbursing Division to move the functionality to a production environment.

g. On 24 April 2002, an architect from the Naval Support Activity Mid-South Public Works Office provided a proposed statement of work for architect-engineer services for the renovation of Room 152. The renovation project will convert this room from unimproved storage to an auditorium-type room, which will be used for training, all-employee meetings, conferences, etc. The proposed statement of work represents about five to six months of effort including planning conferences, design reviews, and final submittal of design. Subsequent construction will require an estimated six to eight months to complete. There are decision points in the design sequence which will allow termination of the project, should estimated total costs exceed the maximum established as affordable and justified by anticipated benefits.

h. We have completed the annual capitalized property reconciliation between asset records in CEFMS and property records in the Automated Personal Property Management System (APPMS) for the UFC. We are reviewing differences disclosed by the reconciliation and making necessary

adjustments to the two systems. We plan to complete all actions by mid-May. In addition, we have also completed the physical inventory for FY 02 of all UFC accountable property.

i. We are continuing to resolve various issues related to USACE centralized account billings:

1. We have been working with the General Services Administration (GSA) to resolve any remaining outstanding prior year balances on bills for leased office space. These unresolved balances resulted from disputed rent amounts or from errors in posting of payments to GSA accounting records dating back to the 80's.
2. We are awaiting information from USACE Safety Office (CESO) to determine the final amount due for the Civilian Illness and Injury Compensation payment. This payment will represent the total amount due to the Office of Workers Compensation for all USACE employees paid workers compensation during the billing period.
3. We have issued all FY02 hydrologic program bills to USACE activities for their share of amounts owed the NOAA and the U. S. Geologic Survey for support during FY02.
4. We are working with DFAS to obtain billings for VERA/VSIP payments made to USACE employees during FY02. The amounts owed DFAS represent mandated agency contributions to compensate the retirement system for the effects of these early retirements under VER/VSIP provisions.

j. A group from the UFC will attend the local Federal Executive Association luncheon on 9 May for the annual Federal Employees of the Year Awards Program. The UFC submitted nominations in five categories including outstanding technical/assistant, suggestion/cost reduction, specialist, outstanding public service, and scientific/professional. This program offers the opportunity to recognize and thank UFC employees for their outstanding achievements and dedicated service.

k. The UFC Information Management Division completed the conversion to Windows 2000 on the desktop computers for the Travel Division in April. Testing of the disbursing functions on Windows 2000 will begin the first week of May. After successful testing, we will convert the Disbursing Division desktop computers to Windows 2000, completing the UFC conversion.

l. Mike Edge, UFC Information Management Chief, attended the annual USACE DIM/CIM Symposium in Kansas City in April. Many important topics were briefed including, Common Access Card, Windows 2000, Information Assurance, and PMBP/P2. Small group discussions on various topics were especially useful. The symposium provided the DIMs and CIMs with a forum to share ideas and lessons learned on specific topics.